



DEPARTMENT OF THE NAVY  
COMMANDER NAVY REGION SOUTHWEST  
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SAN DIEGO, CA 92132-0058

COMNAVREGSWINST 11320.1L  
N30  
25 Jan 2024

COMNAVREGSW INSTRUCTION 11320.1L

From: Commander, Navy Region Southwest

Subj: NAVY REGION SOUTHWEST FIRE PREVENTION REGULATION

Ref: See APPENDIX A

Encl: (1) Navy Region Southwest Fire and Emergency Services Fire Prevention Regulation

1. Purpose. Per references (a) through (p), this instruction establishes policy, prescribes procedures, and identifies responsibilities for fire prevention and protection within Commander, Navy Region Southwest (CNRSW) installations, buildings, and facilities. This instruction represents a major revision and should be read in its entirety.

2. Cancellation. COMNAVREGSWINST 11320.1K.

3. Scope and Applicability. This instruction applies to all Navy and Marine Corps military personnel, civilian employees, and contractors receiving fire prevention services from the CNRSW Fire and Emergency Services (F&ES).

4. Background

a. The CNRSW F&ES Fire Prevention Regulation (FPR), enclosure (1), is used by CNRSW military and civilian personnel, contractors, and tenants providing guidelines for general fire requirements enforced by F&ES.

b. FPRs are implemented to reduce loss of life and property for all personnel who reside or work onboard CNRSW installations and off-site locations. Enclosure (1) reflects new and revised requirements implemented by CNRSW F&ES.

5. Discussion. This instruction provides additional specific details in support of fire prevention within the CNRSW area of responsibility that is not covered in references (a) through (o).

6. Policy. Enclosure (1) will be distributed to all Navy and Marine Corps activities, contractors, and personnel residing in or working onboard CNRSW installations and off-site locations.

7. Responsibilities

a. Commanding Officers (CO) are responsible for:

- (1) Protecting personnel, equipment, and facilities subject to their control;
- (2) Ensuring F&ES Chiefs have direct access;
- (3) Ensuring the contents of this instruction are made known to all personnel under their jurisdiction;
- (4) Supporting National Fire Prevention Week (NFPW) as proclaimed annually by the President of the U.S.;
- (5) Per references (a) and (b), purchasing of fire extinguishers above minimum requirement is not required. For additional requests beyond minimum requirement per reference (a) and (b), consult with the installation Fire Prevention Office (FPO) prior to the purchase of fire extinguishers;
- (6) Establishing an accountability system for emergency evacuation of personnel; and
- (7) Developing an Emergency Action Plan (EAP) as required by references (c) and (d).

b. F&ES Chief is responsible for:

- (1) Directing the management and organization of the fire department and reporting directly to the installation CO;
- (2) Serving as the authority having jurisdiction for on-base F&ES issues, assisting facilities, code enforcement, and interpretation; and
- (3) Observing NFPW as proclaimed annually by the President of the United States.

c. Building Managers (BM) are responsible for:

- (1) Completing building manager training, as required; and
- (2) Completing duties identified within this instruction.

d. Building occupants are responsible for:

- (1) Familiarizing themselves with the location of the building EAP, nearest exits, fire alarm pull stations, emergency telephone numbers, and the location of fire extinguishers, where installed;

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(2) Evacuating a building upon the activation of the fire alarm system; and

(3) Calling 9-1-1 to report all emergencies to the Region Dispatch Center.

e. The Housing Office is responsible for:

(1) Ensuring evacuation plans for Department of Defense owned, leased, and private venture housing are posted, kept current, and residents are properly briefed; and

(2) Ensuring smoke or carbon monoxide detectors and sprinkler systems are checked and maintained per reference (e).

f. Installation personnel are responsible for:

(1) When an emergency exists, all personnel will exit the involved area and remain clear. The CNRSW F&ES Department will advise personnel when it is safe to re-enter; and

(2) If time permits and safe to do so, closing windows and doors while exiting. Personnel should not endanger themselves or others in this effort.


8. Action

a. Tenant activities will post fire notices that conform to this instruction or be approved by the installation FPO prior to posting.

b. All personnel working onboard a CNRSW installation will be cognizant of and comply with this instruction.

9. Records Management. Records created as a result of this instruction, regardless of media and format, must be managed per Secretary of the Navy (SECNAV) Manual 5210.1 of September 2019.

10. Review and Effective date. Per OPNAVINST 5215.17A, N30 will review this instruction annually around the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will be in effect for 10 years, unless revised or cancelled in the interim, and will be reissued by the 10-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.



B. N. ROSEN

**Releasability Line:**

This instruction is cleared for public release and is available electronically only via:  
Commander, Navy Installations Command (CNIC) Global Community Gateway 2.0 (G2) Web  
site: <https://g2.cnic.navy.mil/Directives/Documents/Forms/RegionOnly.aspx>



**NAVY REGION SOUTHWEST  
FIRE AND EMERGENCY SERVICES  
FIRE PREVENTION REGULATION  
JULY 2023**



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**CHAPTER 1****FIRE PREVENTION REGULATION****101. INTRODUCTION**

a. All military and civilian personnel, tenant commands, and contractors will be familiar with the Fire Prevention Regulation (FPR) to ensure compliance and dissemination within their organization. Unless otherwise noted, fire safety requirements will comply with references (a) through (o). Topics not identified should be directed to the Fire Prevention Office (FPO).

b. Authority Having Jurisdiction (AHJ) is defined as the installation Fire Chief or designated Fire and Emergency Department representative.

c. “Will” is defined as a mandatory requirement.

d. “Should” is defined as strongly recommended to reduce risk but is not required.

**102. FIRE PROTECTION PROGRAM**

a. The regulations for the Fire Protection program are based upon recommended practices of the National Fire Protection Association (NFPA) and upon the policies and programs issued by the Department of the Navy. This program is specifically designed to reduce the fire hazard and to aid in firefighting on base. Missile, air, ordnance and related projects, operations, and maintenance programs have inherent fire hazards. These fire hazards require continuous fire prevention and fire protective measures to avoid an incident. The prevention of fire is a moral and legal responsibility of all personnel. Fire hazards are not acceptable onboard naval installations and must be minimized. The goal of fire prevention and protection programs is the total prevention of loss of life and property.

b. Change of occupancy. Prior approval is required to establish a new, temporary, or change to the building occupancy limits. This change in occupancy will not be instituted until approved by the FPO in coordination with the region Facility Engineering Command.

c. Stop work or evacuation. The AHJ has the authority to order operations or work stopped and the immediate evacuation of any occupied building or area when such building or area has hazardous conditions that present imminent danger.

d. Interpretations. The AHJ is authorized to render interpretations of this directive to make and enforce rules and regulations in order to carry out the application and intent of its provision.

**103. AUTOMATIC EXTERNAL DEFIBRILLATOR PROGRAM**

- a. Automatic External Defibrillator Program will be per reference (f).
- b. Contact the installation Fire and Emergency Services (F&ES) Department coordinator for a site assessment and prior to purchasing Automatic External Defibrillators to maintain consistency.

**104. PORTABLE FIRE EXTINGUISHERS**

- a. Fire extinguishers will be in accordance with references (a) and (b), Life Safety Code 101. Tenant Commands/organizations have the responsibilities for the sustainment of portable fire extinguishers. The sustainment requirement includes but is not limited to purchasing, inventory, maintenance, servicing, replacement, and disposal. These requirements are sole responsibilities of the tenant command end user, per reference (c). The installation F&ES may be contacted to seek guidance for proper placement, size, type, and fire extinguishers recommended. In facilities, vehicles, or areas where fire extinguishers are not required by Life Safety Code 101, commands, tenants, building occupants, or activities may elect to maintain portable fire extinguishers.
- b. Where installed, a fire extinguisher will not be used or removed from its assigned location for any reason except for firefighting purposes or required maintenance.
- c. Portable fire extinguishers, which are exposed to the elements, will be protected in extinguisher cabinets or covers.
- d. Fire extinguisher cabinets will not be locked, except where fire extinguishers are subject to malicious use. Access to locked cabinets should be provided to the Code Enforcement Officer (CEO) (Fire Protection Inspector (FPI)) when requested.

**105. FIRE PREVENTION BUILDING INSPECTIONS**

- a. Inspection frequency will be based on a building risk assessment and directed by statute or regulations. All facilities will be inspected per reference (b) with inspections more frequently authorized for high-risk facilities. Additional inspections are authorized to ensure prompt correction of life hazards and facility deficiencies.
- b. Fire Hazard Abatement Procedures. All Building Managers (BM) or their representative will establish an Enterprise Safety Applications Management System (ESAMS) account. The CEO (FPI) will complete an electronic inspection report using ESAMS or current authoritative database. The electronic inspection report will be emailed to the BM or representative. The BM or representative will ensure any discrepancies are corrected and identified on the electronic inspection report.

**106. FIRE SAFETY EDUCATION**

- a. Training will include fire prevention instructions on closing procedures for places of assembly, BM training, fire extinguisher training, work place fire safety, and home fire safety.
- b. The FPO will provide training on an annual basis or upon request.

**107. FIRE EVACUATION DRILLS**

- a. Fire evacuation drills required by references (b), (c), and (g) will be coordinated and performed by the BM, building supervisor, or designee and be observed by the FPO. Where the Fire Department is not available, fire drills will be recorded and proof provided to the FPO upon request. Fire evacuation drills can be word of mouth or use of the installed fire alarm following Section 107b. The FPO can assist with coordinating agencies for a fire evacuation drill and are available to provide training on fire evacuation procedures.
- b. In facilities with an installed fire alarm system, the BM, building supervisor, or designee will contact the Public Works Department (PWD) to request a certified fire alarm technician to execute initiation and reset of all alarms. F&ES recommends arranging fire drills to coincide with PWDs annual inspection, testing, and maintenance of fire protection and detection systems testing required per reference (e). Activity BMs sharing buildings with other commands or groups are responsible for ensuring building tenants are notified of a scheduled fire evacuation drill.
- c. The BM or designee will have procedures to identify and assist the non-ambulatory and physically disabled.
- d. Supervisors or managers will conduct an accountability of all personnel after an emergency evacuation. An accountability report will be made available to CEO (FPI). Fire evacuation drills are not required in private residences, however, families are encouraged to practice evacuation drills in their homes.
- e. The orderly evacuation of the building will take priority over the speed of the evacuation. All personnel who are subject to the fire evacuation drill requirements will participate in the drill.
- f. When participants in the drill do not follow required evacuation procedures for their specific area, another fire evacuation drill should be scheduled.
- g. The frequency of evacuation drills is determined by reference (b) and the organization's policies or building's Emergency Action Plan (EAP). The installation FPO may be contacted for assistance with requirements.

**108. EXTERIOR FIRE SAFETY PRECAUTIONS**

a. Clearance around Structures:

(1) All grass, weeds, and brush within 30 feet of all structures will be kept trimmed; and

(2) Activities that own, lease, control, operate, or maintain any building or structure in, upon, or adjoining any land which is covered with brush or flammable material will comply with reference (b).

b. Approval for outside storage areas, to include but not limited to pallets, sheds, or other materials, will be approved by the installation FPO.

**109. INTERIOR FIRE SAFETY PRECAUTIONS**

a. Storage of Combustibles:

(1) Combustible trash, rubbish, and scrap material will be disposed of in metal cans, receptacles, bins, or dumpsters. All trash and rubbish will be monitored and emptied as required. Trash and rubbish containers will not be permitted in public corridors or stairways of buildings or placed in locations where ignition of the contents could prevent safe evacuation of a building;

(2) Approved metal or metal-lined containers with automatic or self-closing lids will be provided and used for storing clean and dirty rags, waste packing materials such as excelsior, shredded paper, or other combustible material. The metal covers will be kept closed and never wedged or blocked open;

(3) Plastic recycling containers or totes will be monitored and emptied as required;

(4) Cleaning gear and other material subject to spontaneous ignition will be kept in approved metal containers and stored outside of buildings;

(5) Storage of combustibles is prohibited in all equipment rooms, air conditioning rooms, boiler or heater rooms, exit corridors, transformer rooms, attic spaces, and on or under stairways. Combustible material will not be placed on, or stored near, radiators, heaters, or steam pipes;

(6) The amount of duplicating fluid within buildings will be limited to not more than a one-day supply stored in metal lockers;

(7) Clothing lockers will be made of metal, adequately ventilated, and maintained in a clean and orderly condition. Combustible material will not be stored on top of or underneath lockers. Work clothes kept in lockers will be aired and cleaned regularly. Flammable liquid chemicals, paints, grease-soaked rags, and similar materials will not be kept in clothes lockers;

(8) Storage of flammable liquids will comply with reference (b);

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(9) Storage of flammable liquids will be in an approved metal storage cabinet in accordance with references (b) and (c). Cabinets will not block, hinder, or compromise egress paths, exits, or discharge from exits. Approved cabinets must be at least 10 feet from any exit egress point; and

(10) Storage under raised flooring is strictly prohibited.

b. Holiday or Special Event Decorations:

(1) Temporary electrical power and lighting installation will be permitted for a period not to exceed 90 days for holiday decorative lighting; and

(2) Only non-combustible or approved flame retardant materials will be used for decorations on window and wall coverings. Where flame retardant materials are used, periodic treatment will be necessary per the manufacturer's guidelines. Decorations will be purchased and placed per reference (b). BMs should consult with their local FPO for further guidance.

c. Christmas Trees:

(1) F&ES personnel will approve the location of cut and artificial Christmas trees or any other temporary decorations;

(2) Only artificial trees with built in decorative lights are permitted in buildings not equipped with a fire sprinkler system. Cut (also known as "fresh") Christmas trees are prohibited in buildings not equipped with a fire sprinkler system;

(3) Cut trees will bare the State Fire Marshal's flame retardant seal or be treated with an approved flame retardant process;

(4) Living and potted Christmas trees are prohibited in all government buildings to include offices, lobbies, and assembly areas; and

(5) Live trees are only authorized in base housing provided the following is adhered to:

(a) Trees should be purchased after the Thanksgiving holiday;

(b) Trees must be properly disposed of no later than 1 January;

(c) All lighting decorations must be Underwriters Laboratories (UL) rated, plugged directly into the wall, and turned off when occupants are not present or during sleeping hours; and

(d) Occupants must check water content daily and water accordingly.

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**110. CARNIVALS, FAIRS, HAUNTED HOUSES, SPECIAL EVENTS, AND OTHER RELATED EXHIBITIONS**

a. Carnivals, fairs, dances, special events, or other related exhibitions will require an inspection and permit from the installation F&ES FPO prior to conducting the event.

b. The installation F&ES Department will be involved in the beginning planning stages of all such events.

**111. OCCUPIED AND VACANT BUILDINGS**

a. In case of after hour emergencies and to gain emergency access, Knox-Box key vaults will be installed and utilized to secure building keys and cards on every facility by F&ES personnel. Buildings located outside the installation F&ES primary response will install a dual-keyed Knox-Box vault. Knox-Box vaults purchases are the responsibility of the building tenant and/or user and will be ordered via the Knox website. The FPO can provide information regarding the ordering process.

b. The manager responsible for Public Assembly buildings will conduct a closing inspection after all patrons have vacated the premises. The FPO will indoctrinate and train management personnel as required.

c. Hood and Duct Systems. All managers of commercial cooking facilities or facilities utilizing hood and duct systems will ensure proper maintenance and cleaning of such systems, to include fixed fire extinguishing systems per reference (b).

(1) The FPO will be contacted upon completion of the work to arrange for a post inspection; and

(2) All reports and documentation will be forwarded to the FPO.

d. Vacant Buildings. Before closing a structure, the FPO will be notified so a closing vacancy inspection can be conducted. CEO (FPI), will conduct a fire inspection annually to ensure secure status is maintained, unoccupied, and no additional material is stored.

e. Storage and Parking of Vehicles

(1) Government and privately owned vehicles will not be stored in buildings, unless the facility is designed, constructed, and operated as a vehicle parking or maintenance facility; and

(2) When it is considered to be in the best interest of the government to store vehicles inside buildings, a request will be submitted to the fire department for approval to ensure fire protection safeguards are adhered.

**112. SMOKING RESTRICTIONS**

- a. Smoking is prohibited in all Navy buildings, vehicles, and aircraft to include the use of all cigarette, cigars, vape pens, and E-Cigarettes.
- b. Designated smoking areas approved by the Installation Commanding Officer will be located 50 feet away from means of egress; windows; and heating, ventilation, and air conditioning systems.
- c. Outdoor areas designated for smoking will comply with reference (b). Weather protection will not be enclosed and will be built with non-combustible materials.

**113. HEATERS AND OIL BURNING EQUIPMENT**

- a. Only heating equipment labeled and listed by the American Gas Association, UL, Intertek (ETL), or Factory Mutual (FM) are permitted, and it will be inspected and serviced per regulating standards.
- b. Commander, Navy Installations Command prohibits the use of personal space heaters on shore installation property.
- c. Authorization will be obtained from the U.S. Naval Facilities Engineering Systems Command (NAVFAC) Public Works Energy Conservation Program for those spaces that do not have heating capabilities or where medical conditions require additional heat.
- d. Where NAVFAC Public Works approved government-issued portable electric space heaters are located, the device will have built-in thermostats and tip-over protections with automatic shut-off. Authorized space heaters will have three feet clearance from combustibles.
- e. Use only a metal, oil filled radiator type of electric space heater (not fuel-fired). Portable space heaters using gas or liquid fuel are strictly prohibited.

**114. ELECTRICAL, OPEN FLAME, AND COOKING APPLIANCES**

- a. Electrical installations will be made only by qualified personnel. No electrical appliances or devices will be installed for use which are not listed by UL, ETL, or FM. All electrical appliances, fixtures, equipment, or wiring will be installed and maintained per reference (b).
- b. Surge Protectors and Extension Cords. Re-locatable power taps with surge suppressors will ONLY be used with personal computers and their associated peripheral equipment. Surge protectors will incorporate over current protection (circuit breaker) and will be listed by an approved testing laboratory. Surge protection devices will not be connected in series (i.e., daisy-chained, piggybacking, etc.). Extension cords are for temporary use only and will not be used as permanent wiring.
- c. Cooking Appliances and Open Flame Devices:

(1) Portable heat producing appliances labeled by UL, ETL, or approved by FM System should have a label or approval affixed. The use of open flame lighting devices such as candles is prohibited;

(2) Portable cooking devices will be cleaned weekly or in intervals to reduce grease build-up and fire hazards. Such devices will not be located under or on top of combustible materials, will maintain a three-foot clearance, and will not be left unattended while in use.

(3) Portable cooking devices such as but not limited to toaster, toaster ovens, hot plates, griddles, air fryers, microwaves, and similar cooking devices will be located within a designated break room area approved by the FPO. Such devices will not be used in individual barrack rooms, Child Development Center classrooms, individual office spaces or cubicles, storage rooms, closets, other out-of-sight places, or in facilities without an approved fire suppression or detection system. All devices will maintain three-foot clearance from combustibles;

(4) Break rooms will be considered for all coffee messes. All appliances will be plugged directly into electrical wall or ground fault circuit interrupter outlet and located on a non-combustible surface. Where grease-producing devices are approved, such devices will be used and located per reference (b);

(5) Coffee makers, K-Cup, Keurig, espresso machines, or any device used to brew tea or coffee will comply with reference (b), be UL approved, and be connected to a ground-fault circuit interrupter, where required. Such devices will not be set to start automatically, should be unplugged when not in use, and will have three feet clearance from combustible materials at all times. Such devices will be located in designated coffee mess or break areas;

(6) For use of open flame portable cooking appliances such as gas-fired or charcoal grills, notification will be made by contacting the installation FPO. Commands are responsible to purchase, replace, and provide maintenance on fire extinguishers, as identified in Section 106 of this regulation, for outdoor cooking locations. Extinguishers will not be removed from buildings for this purpose;

(7) Open fires (i.e., campfire, bon fire) are prohibited, except in designated areas approved by the FPO;

(8) Large cooking events, relocation of temporary outdoor cooking areas, or food trucks will comply with reference (b) and will have a special event permit issued from the FPO. Food trucks that provide service to the base/installation will provide the installation FPO a copy of the current vendor's county permit at the time of inspection and will have an annual fire inspection conducted by the FPO. Food trucks that fail inspections will not be authorized to operate on-base/installation until corrective actions are completed and validated by the FPO.

(9) F&ES will evaluate other operations (i.e., hot dog/taco carts, electric skillets, etc.) and any other cooking devices on an individual basis.

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## d. Barbecue Equipment:

(1) Will not be used inside facilities;

(2) Barbecue, hibachi, or similar devices will not be used on any balcony, under overhangs, or on tabletops and will be at least 10 feet away from structures, low hanging trees, and dry brush;

(3) Equipment will be cooled completely and emptied prior to storage in any Navy Region Southwest building. Completely extinguish charcoal briquettes and hot ashes by water application soaking for 24 hours prior to disposal in a noncombustible container.

(4) Gas cooking units equipped with self-starters, fuel tanks, and other attachments are required to be in proper working order per the manufacturer's original design before use. Propane tanks should be disconnected and properly stored when not in use.

f. Turkey Fryers. Oil-less, electric, and oil turkey fryers are authorized provided these provisions are followed:

(1) The FPO will be contacted three days in advance by occupants requesting the use of a Turkey Fryer. Failure to follow the provisions will result in non-issue of a cooking permit from the installation FPO;

(2) Proper disposal containers for oil products, per reference (b), will be on sight prior to authorization by the FPO;

(3) Will have one Class K (2A:K) portable fire extinguisher per turkey fryer. Extinguishers will be readily available and located within the turkey fryer cooking area;

(4) The use of gas or electric turkey fryers is prohibited inside all government facilities;

(5) Gas or electric turkey fryers will be located on a solid flat non-combustible surface in an area approved by the FPO. A minimum clearance of three feet between each fryer and from combustibles will be maintained;

(6) Follow manufacture guidelines. Do not overfill with oil. Cooking gloves will be worn when placing the turkey into the hot oil;

(7) A fire watch of one person per two turkey fryers will be established during the cooking duration. The fire watch will have immediate access to a telephone. Personnel will be familiar with the emergency telephone procedures, proper use of a portable fire extinguisher, and basic burn first aid; and

(8) Disposal of cooking oil intended for a purpose such as deep-frying will comply with turn-in procedures identified in reference (h). Disposal will not be in dumpsters or combustible containers.

e. Cooking oil spills over one gallon or more will be immediately contained, cleaned, and reported to the installation Environmental Office and F&ES Department.

#### **115. CONSTRUCTION, RENOVATION, AND CONTRACTS REQUIREMENTS**

a. The plans for all construction projects and facility modernization or rehabilitation programs, including self-help projects, and contracts will be submitted and reviewed by the fire protection engineers and the FPO to ensure they meet fire protection requirements.

b. All contracts requiring servicing of fire protection, suppression and detection, and any other life safety concerns will be reviewed by the FPO to ensure requirements of references (a), (b), (e), and (i) are met.

c. Plans for fixed-fire protection systems installed or modified will be submitted to the fire protection engineers for review and approval and are subject to an acceptance test witnessed by the AHJ.

d. The FPO will be notified in advance of any building renovation, alteration, and/or change in use or occupancy.

e. Knox-Box key vaults or locks will be required on all new construction, facility modernization or rehabilitation projects, and F&ES Department access gates. The FPO can be contacted on the authorized Knox-Box on-line ordering process.

f. A Hot Work (HW) permit from the FPO or trained and designated Permit Authorizing Individual (PAI) will be requested and initiated prior to beginning hot work operations. Hot work includes welding, cutting, grinding, brazing, burning, lead melting, sweating, or soldering using a blowtorch, tar pots, or any other flame, heat, or spark-producing device. Contractors will provide their own fire extinguisher.

#### **116. HAZARDOUS ACTIVITIES**

a. Battery Charging:

(1) Battery charging will comply with the requirements of references (b), (j), (p), and manufacturer instruction;

a. Battery charging is prohibited when a building is unoccupied or where fire protection is not installed.

b. Batteries will be plugged directly into wall outlets and not charged overnight.

c. The use of surge protectors and extension cords are strictly prohibited.

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(2) Forklift truck battery recharging located within buildings will comply with the requirements of reference (b); and

(3) Scooter/Segways/Waveboards recharging within buildings, office space, or out of sight locations is prohibited, and they should not be stored in these locations.

b. Fireworks, Pyrotechnics, and Explosives:

(1) Command controlled displays are the only authorized activities where the ignition of fireworks is permitted. The possession, use, or ignition of fireworks by all other personnel is prohibited. This does not include toy pistols or similar devices that use a paper cap, saluting cannons, blank cartridges used by the military, or highway warning devices. A permit will be obtained from the FPO; and

(2) Black powder is prohibited in family housing and other occupancies not approved for storing Class B explosives.

**117. WELDING/CUTTING REQUIREMENTS AND OPERATIONS**

a. Welding and cutting operations will comply with references (b) and (c). A permit will be obtained from the FPO or authorized PAI designated and trained by the FPO. F&ES has the right to request documentation (i.e., letter or certification) identifying that the welder/welding operator is certified or qualified to conduct work.

b. HW includes welding, cutting, grinding, brazing, burning, lead melting, sweating, or soldering using a blowtorch, tar pots, or any other flame, heat, or spark-producing device. Contractors will provide their own fire extinguisher.

c. Welding or cutting performed in the weapons facility area will comply with reference (j) section 4-1.15.

d. When welding or cutting is being performed in a confined space, a confined space entry and gas-free certificate is required before the FPO will issue a written permit. Contractors must provide a confined space entry and gas-free certificate signed by a qualified individual for confined space operations.

e. A qualified Welder or Welding Operator will ensure equipment is in good operating condition.

f. Where combustible or flammable materials are exposed to welding or cutting operations, a fire watch with fully charged and operable fire extinguishers appropriate for the type of possible fire will be posted at the work site. Hot work is not permitted on or adjacent to wooden wharves or piers.

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g. The welder at the job site will provide an approved 10 pound portable fire extinguisher. Fire extinguishers will not be taken from their assigned location in the buildings and utilized by Welders performing hot work.

**118. NAVY SHIP REPAIR AND OVERHAUL IN DRY DOCK.** Requirements for ship repair will comply with references (b), (c), and (e). This section will not be construed as prohibiting the immediate dry-docking of a vessel whose safety is imperiled as by being in a sinking condition or by having been seriously damaged. In such cases, all precautionary measures will be taken as soon as possible.

**CHAPTER 2**

**FIRE PROTECTION SYSTEMS, MASS NOTIFICATION,  
EMERGENCY ACTION PLAN AND REPORTING**

**201. FIRE PROTECTION SYSTEMS**

a. The testing and maintenance of fire protection systems will be per references (b) and (e). All impaired water distribution systems and fire alarm systems will be promptly reported to the F&ES, Naval Facilities Engineering Systems Command (NAVFAC) Public Works Center (PWC), or Facility Maintenance Department (FMD).

(1) F&ES will be notified when the system, supply, or component is returned to service;

(2) Commands and activities responsible for residential quarters, childcare centers, hospitals, lodges, Bachelor Enlisted Quarters, and Bachelor Officer Quarters will report impaired smoke and carbon monoxide alarms or detectors promptly to the NAVFAC PWC or FMD; and

(3) Changes or removal of fire protection systems within a facility will be approved by the fire protection engineer and FPO.

b. Fire Detection Systems (FDS). In the event of an alarm system failure or malfunction, a patrolling fire watch will be established in all affected buildings to ensure the maximum possible degree of fire safety is afforded during the entire period of impairment.

**202. MASS NOTIFICATION SYSTEMS.** Will comply with reference (k).

**203. EMERGENCY ACTION PLANS.** Will be written and developed per references (c) and (d) by the BM or designee for every NRSW facility occupying 10 or more personnel at any given time. The installation Emergency Management Office will be contacted for format template and questions.

**204. DISCOVERY OF FIRE.** Report all fires regardless of size, including extinguished fires, to the CNRSW F&ES Department immediately. Any person who discovers a fire or smells or sees smoke will take the following actions as described in Section 205.

**205. FIRE DEPARTMENT NOTIFICATION**

a. Exterior and Interior Fire Alarm Box:

(1) Read the instructions on the front of the alarm box. Pull handle or lever down to full length of travel and release; and

(2) Proceed to exterior of building or designated meeting area and direct NRSW F&ES Department vehicles to the fire.

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b. Telephone:

- (1) Dial the emergency number 9-1-1 from any on base telephone;
- (2) Provide the name of the military installation of where the emergency is located;
- (3) Provide type of emergency;
- (4) Give name, base location, building number, street address, and telephone number;
- (5) Stay on the phone until the alarm dispatcher acknowledges all pertinent information;

and

- (6) If safety permits, direct arriving NRSW F&ES Department personnel.

**206. FALSE REPORT OF EMERGENCIES.** Any individual who tampers with, reports, or causes any report to be made that an "emergency" exists or willfully and maliciously sends, gives, transmits, or sounds any false alarm of fire by means of any fire alarm system, signal, or any other means or methods will be reported to the Installation Commanding Officer (CO) and Naval Criminal Investigative Service (NCIS).

**207. FIRE REPORTING INFORMATION.** Cognizant supervisory personnel will be responsible for the adequate posting of the fire reporting information "fire bill" and for the indoctrination of all personnel under their supervision, including those assigned specific duties, as directed in this instruction. Supervisory personnel will obtain necessary fire reporting information from the FPO and will develop an EAP complying with references (c) and (d).

**208. FIRE INVESTIGATIONS.** All fires will be investigated by the NRSW F&ES Department, per reference (b), to determine origin, cause, and to reveal lessons learned to support local fire protection improvements. The NRSW F&ES Department will make necessary notification to NCIS for suspicious events.

**CHAPTER 3**

**BUILDING MANAGER PROGRAM**

**301. BUILDING MANAGER PROGRAM**

a. The program objective is to provide a trained observer within the command to identify hazards and report them to the FPO for corrective action. The ultimate goal of the BM Program is to provide a fire-safe working and living environment.

b. Each command or tenant will designate a primary and alternate BM to help execute the NRSW F&ES BM program.

c. The F&ES FPO will be notified of the name, title, e-mail address, building numbers responsible for, and phone number of both primary and alternate BM assigned annually.

d. The BM is responsible for the day-to-day FPRs within their facilities. The FPO will be notified in writing of reassignment, additional, or new personnel assigned as BM within 30 days of the change.

e. The FPO will provide initial BM training to newly designated BMs of each command or tenant. Contact the FPO regarding BM training or register on-line through the Enterprise Safety Management System (ESAMS).

f. Annual ESAMS on-line BM refresher training is required for all BMs.

g. Building Manager Responsibilities. Fire Prevention inspections conducted by NRSW F&ES do not alleviate the possibility that a circumstance or condition could develop that would create a fire safety hazard. Therefore, BMs are tasked with the following responsibilities:

(1) ESAMS. BMs will establish an ESAMS account to electronically address fire safety hazards;

(2) Fire Bills. Ensure Fire Bills are posted on all official bulletin boards and in conspicuous locations;

(3) Exits. Ensure all required exits and hallways are clear and unobstructed at all times;

(4) Exit Lights and Emergency Lights. Ensure exit lights and emergency lights are operable. Any inoperable exit light or emergency light will be reported to the appropriate authorities having repair responsibilities;

(5) Fire Evacuation Floor Plans. Where required by reference (b), a fire evacuation floor plan will be developed and posted by department heads or designated representative. Floor diagrams will be at least 8" x 10" in size, reflect the actual floor arrangement, exit locations, and will be posted in a location and manner acceptable to the AHJ;

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(6) Fire Evacuation Drills. The BM or designee having responsibility for the building comprised of multiple commands is responsible for ensuring each command within that building is notified of a scheduled fire evacuation drill. The BM or designee having responsibility for the building will comply with Chapter 1, Section 107;

(7) Fire Extinguishers. Where installed, monthly inspection of extinguishers will be accomplished by the BM or designated person to ensure they are fully charged, operable, and free of obstructions. Monthly inspections will be recorded in a logbook or by electronic means reflecting the date and initials after all inspections. Occupants with responsibility for flight line extinguishers will comply with references (l) and (m) and maintain a daily logbook located in the Maintenance Control Department. Inspection of extinguishers will consist of a visual check of the following items:

- (a) Extinguisher mount;
- (b) No obstruction to access or visibility, maintaining a three-foot clearance;
- (c) Operating instructions on nameplate legible and facing outward;
- (d) Seals and tamper indicators not broken or missing;
- (e) Examine for obvious physical damage, corrosion, leakage, or clogged nozzles;
- (f) Pressure gauge reading or indicator is in the operable range or position;
- (g) Check condition of tires on the flight-line extinguishers; and
- (h) Check condition of hoses and gauges on flight-line extinguishers.

(8) Projects/Renovation/Modernization. Notify the FPO of any renovation, modernization, or self-help projects; and

(9) Automated External Defibrillators (AED). If a command has purchased and installed an AED per reference (f), the BM will complete the following:

- (a) Conduct monthly AED inspections and ensure the inspection tag is signed;
- (b) Maintain records for AED training of personnel;
- (c) Notify the F&ES installation coordinator of AED unit location; and
- (d) Consult with the F&ES installation coordinator for site assessment prior to purchasing AEDs to maintain consistency.

## **CHAPTER 4**

### **FIRE SAFETY PRECAUTIONS FOR AIRCRAFT HANGARS**

#### **401. INTRODUCTION**

a. A maintenance hangar is a building in which aircraft are stored and may require service, repair, or alterations. Extreme care is required by personnel working in maintenance hangars to avoid the dangers of fire. Aircraft maintenance hangars will comply with reference (b).

b. Maintenance of Aircraft Fuel Systems. Personnel performing fuel cell maintenance will contact the FPO for site approval.

c. Aircraft Fuel System Maintenance. When required, the following precautions will be taken:

(1) Each squadron will have a sufficient amount of absorbent material available to clean-up aircraft fuel spills or other combustible liquids;

(2) Ventilate all fuselages and hull spaces;

(3) Disconnect aircraft batteries;

(4) Never use electrical equipment near open tanks or fuel lines. An ignition source capable of igniting flammable vapors or gases is not permitted within the hazardous area;

(5) Emergency vehicle access, fire lanes, and firefighting equipment will be clearly marked and kept clear at all times. Aircraft parking in designated fire lanes is prohibited;

(6) Open fuel cell maintenance areas will be roped off with warning signs clearly posted around the area. Signage lettering will be no less than five inches in height;

(7) All refueling, de-fueling, and other fuel-handling operations will be terminated when electrical storms present a possible hazard;

(8) Smoking will not be permitted where aircraft fuels or other combustible liquids are stored or handled; and

(9) If underground leakage of combustible liquids is discovered, the area will be secured from entry and the NRSW F&ES Department will be notified.

d. Cutting or Welding on Aircraft. Any welding performed will take into consideration the type of automatic fire detection equipment installed in the hangar to avoid false alarms or accidental actuation of the fire protection equipment provided. Cutting, brazing, soldering, grinding or welding will be per reference (b). Prior to using such equipment on the aircraft, the supervisor will obtain a welding permit from the FPO.

e. Open Flame and Cooking Appliances. Open flame, spark producing devices such as sterno cans, candles, lighters, etc., as well as all cooking appliances are prohibited inside and outside hangar bay doors.

f. Electrical Devices and Power Equipment. Electrical maintenance equipment installed or used in aircraft hangars will be per reference (b). Electrical equipment including motors, switches, fixtures, and extension lights will be explosion-proof. Power units used in servicing aircraft will be positioned as far away from the aircraft as possible to eliminate the dangers of fire and explosion. Open flame or element space heaters are prohibited. Only qualified electrical maintenance personnel will be permitted to maintain and inspect these units.

g. Solvents. Maintenance personnel will not clean equipment, aircraft parts, or hangar floors using gasoline or other flammable solvents. Cleaning will be performed using non-flammable substances or liquids.

h. Containers. A sufficient supply of metal waste containers with self-closing lids will be provided for maintenance shops for the safe disposal of flammable waste and rags. Self-closing, metal containers and drums will be marked with the name of the contents (i.e., oil, paint-soaked rags, aircraft fuels, and other flammable materials) and disposed of on a daily basis. Similar containers will be used for storing clean rags for immediate use in industrial shops, hangars, and on the flight line.

i. Flammable and Combustible Materials. Oil, paint, or varnish will be kept in approved storage areas free of sparks, flame, or other sources of ignition. Storage containers and areas will be per reference (b) and be approved by the FPO. These storage areas will be posted with "No Smoking" signs. Storage cabinets will be labeled with conspicuous lettering:  
FLAMMABLE – KEEP FIRE AWAY.

j. Vehicles. Requirements for vehicles inside hangars will comply with reference (b). Vehicles will not enter hangar bays without the permission of the Air Operations/Maintenance Officer. Ground support equipment and vehicles operating in hangars will be equipped with flame and spark arresters and non-arcing mechanisms. Vehicles so equipped, will be allowed to operate in hangars only long enough to move aircraft and will not be allowed to park unattended in front of or near hangar doors. Vehicles will not be parked and/or stored in the hangar bay areas. Privately owned vehicles are prohibited in hangar bays. Vehicles are defined as golf carts, trucks, tow vehicles, and cars.

k. Passageways. Will be clearly defined and kept free of hazardous obstructions. Material will be stored and maintained at all times to allow for firefighting and easy access to firefighting equipment, sprinkler control valves, fuse boxes, and switch panels.

#### **402. TOUCH-UP AND SPRAY PAINTING OPERATIONS**

a. Safety precautions are established to reduce fire hazards in aircraft hangars when spray painting aircraft. Touch-up spray painting inside hangars will be per reference (b).

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b. Spray painting on aircraft in hangars will be limited and conducted as follows:

(1) Batteries and other sources of electrical power will be explosion proof and disconnected;

(2) Static grounding of the aircraft will be accomplished before starting spray painting operation;

(3) The spray gun will be limited to one-quart capacity or one gallon by brush or rollers. Loading of the spray gun and mixing of paint will be performed outside the hangar;

(4) Adequate fire extinguishers will be available to the spray gun operator in the spray painting area;

(5) Lights may be used, but switches in the hangar will not be used during or until 30 minutes after spraying operations have ceased;

(6) Scraping residue will be done with non-sparking scrapers, spuds, or similar instruments;

(7) Interior spray painting within a 100-foot radius of maintenance or arc welding operations is prohibited. Areas adjacent to the repaired aircraft will be free of all equipment for a distance of 10 feet. When cleaning, painting, or paint removal operations are being conducted on an aircraft in a hangar, the area of application will be limited to 80 square feet maximum and performed for no more than a two-hour period;

(8) Sufficient intervals must exist between paintings to permit thorough ventilation of the surrounding area; and

(9) Spark-producing vehicles and equipment will not be operated or moved during spray painting operations.

#### **403. AIRCRAFT FUEL HANDLING OPERATIONS**

a. All direct fueling and hot-fueling operations will be per reference (g).

b. Aircraft Fueling. Aircraft fueling operations will be per reference (l) and will be limited and conducted as follows:

(1) Fuel will be loaded into tank trucks equipped with spark arresters, flame arresters, and other safety equipment. Fuel trucks with leaky or defective pumping equipment will not be used;

(2) Fuel service vehicles will be positioned on the windward (upwind) side of the aircraft, parallel from the wing, at the maximum distance permitted by the length of the hose;

(3) Per reference (1), fuel service vehicles will be equipped with two portable fire extinguishers with at least a 20B rating. One extinguisher will be located on the front driver's side and the second extinguisher will be located on the passenger's rear side;

(4) Prior to aircraft fueling, the Fuel Transfer Operator will check with an aircraft representative to ensure no electrical equipment in the aircraft is energized;

(5) Smoking, "Strike anywhere" matches, cigarette lighters, oil lanterns, or similar open flame devices are prohibited within 100 feet of fuel handling operations;

(6) Aircraft fuel tanks will be filled or purged before entering aircraft hangars;

(7) Electrical equipment including lights and portable equipment near aircraft fueling operations will be maintained and regularly inspected; and

(8) Internal combustion engines will not be operated within 100 feet of fuel handling operations.

c. Aircraft Defueling. Defueling operations will be conducted outside aircraft hangars and under controlled conditions similar to those required for fueling. No work will be performed within 100 feet of an aircraft while it is being defueled. All aircraft will be chocked.

d. Direct Aircraft Refueling Operation. When refueling operations are required, the user will provide a wheeled Halotron I fire extinguisher.

e. Hot Aircraft Refueling:

(1) Hot refueling of aircraft presents fire safety hazards not normally encountered in other refueling operations. Therefore, personnel involved in hot refueling operations will be properly supervised and trained in the performance of their duties with particular attention given to strict adherence to safety and fire prevention measures;

(2) Fuel flow will be controlled by use of a dead-man control device. The use of any means that defeats the dead-man control is prohibited;

(3) Maintenance, arming, de-arming, or servicing of aircraft is prohibited during "hot refueling operations;"

(4) Only nonferrous tools will be used in the immediate vicinity of "hot refueling" operations;

(5) Ensure firefighting equipment and extinguishers are in operable condition;

(6) Shoes with exposed nails or metal plates will not be worn;

(7) All fuel transfer, defueling, and hot refueling operations will be terminated when electrical storms are less than three miles away and present a possible hazard; and

(8) In the event of a fuel spill, refueling operations will be terminated and NRSW F&ES Department will be notified. Each squadron will have a sufficient amount of absorbent material available to clean-up aircraft fuel spills or other combustible liquids. Fuel will not be washed into drain systems.

**404. AIRCRAFT FUEL CELL MAINTENANCE.** Fuel cell maintenance operations in aircraft hangars will be per references (b) and (m).

**405. FIRE PROTECTION SYSTEMS**

a. Fire protection systems protecting aircraft hangars will not be placed out of service without proper justification. Coordination and approval by the local F&ES Department, Public Works Officer, and the Installation CO will be completed prior to execution.

b. Hangars equipped with Aqueous Film Forming Foam (AFFF) cannons, infrared, ultraviolet fire detectors, or floor pop up devices will follow safety procedures provided by the F&ES Department. Activities or events (i.e., basketball, soccer, cooking, open flame, etc.) that could cause a system activation will be prohibited.

c. Tampering with fire protection system is prohibited. Placement or storage of equipment, connex boxes, cardboard, or any items that restrict or interfere with the proper discharge or detection of AFFF cannons is strictly prohibited.

d. Placement or storage of equipment, connex boxes, cardboard, or any items in front of, on top of, or within three feet of the infrared or ultraviolet fire detectors, floor pop-up devices, alarm boxes, and alarm pull stations is strictly prohibited. Such devices will be clearly visible at all times.

e. Sprinkler Systems. In the event of a sprinkler system failure, malfunction, or impairment, the requirements of reference (b) will be followed including establishing a patrolling fire watch in all affected buildings to ensure the maximum possible degree of fire safety is afforded during the entire period of impairment.

f. FDS. In the event of a fire alarm system failure, malfunction, or impairment, the requirements of reference (b) will be followed including establishing a patrolling fire watch in all affected buildings to ensure the maximum possible degree of fire safety is afforded during the entire period of impairment.

**406. FIRE SUPPRESSION SYSTEM AWARENESS AND TRAINING.** Training for aircraft maintenance personnel on the suppression systems and operations, as well as steps to

protect aircraft, equipment, and components is available. Contact the local FPO for guidance and direction.

**407. FLIGHTLINE FIRE EXTINGUISHERS.** Per reference (n), training for aircraft maintenance personnel on understanding and operating the flightline fire extinguishers will be completed annually. Contact the local FPO for questions and to schedule training.

**CHAPTER 5****NAVY MEDICAL CENTER FIRE PREVENTION REQUIREMENTS****501. FIRE EVACUATION DRILLS**

a. Fire evacuation drills are conducted by the Safety Office or designated BM per references (b), and (c). Where the Fire Department is not available, fire drills will be recorded and proof provided to the FPO upon request.

b. All hospital staff will be familiar with the location of electrical, gas, and oxygen shut-offs and firefighting equipment, as well as responsibilities for removing and directing patients and guests to a safe refuge in the event of an actual fire or emergency.

c. Fire evacuation drills will include the transmission of a fire alarm signal and simulation of emergency fire conditions. Simulated emergency scenarios will be coordinated with the medical staff to ensure minimal disruption to patients and staff.

**502. ELECTRICAL EQUIPMENT.** Purchase, testing, inspection, and maintenance of electrical equipment will be per reference (b).

**503. GAS AND OXYGEN SYSTEMS.** Air compressors and vacuum pumps will be located separately from gas storage and gas cylinder systems. Supply systems of nitrous oxide or mixtures will be isolated from anesthetizing storage locations. Cylinders containing flammable gases or liquids will conform to requirements established in reference (e). Medical personnel working in areas where oxygen is piped will be familiar with the location and operation of the nearest pipeline shut-off. Valves will be closed in the event of actual fire within the immediate area.

**CHAPTER 6**

**MILITARY FAMILY HOUSING FIRE PREVENTION REQUIREMENTS**

**601. FAMILY HOUSING RESIDENTS.** Will comply with reference (o) by ensuring the following precautions are taken:

- a. Develop a fire evacuation plan with a minimum of two escape routes from each room, a safe meeting place outside, and practice a home fire drill regularly with your family;
- b. Educate family members in the prevention of fires (i.e., identifying and responding to smoke detector alarms and memorizing the emergency phone number 9-1-1);
- c. Test smoke and carbon monoxide detectors monthly. Batteries should be replaced twice a year; and
- d. Contact the local housing office for repairs or replacement of detectors.

**602. FLAMMABLE MATERIALS AND LIQUID STORAGE.** No more than two gallons of gasoline will be stored in approved safety containers. Gasoline will be stored in well ventilated areas. Do not store any flammable material within three feet of water heaters, furnaces, or other heat producing sources.

**603. OUTDOOR FIRE SAFETY.** Remove all dried grass, leaves, or vegetation from yard and fence areas. Burning trash or vegetation is prohibited.

**604. BARBECUE, FIRE PITS, AND TURKEY FRYERS.** Contact the installation housing office for further guidance.

**605. HOME FIRE SAFETY INSPECTIONS AND TRAINING.** Occupants that reside in on-base housing units may request an annual fire safety inspection or request training by contacting the FPO.

APPENDIX A

References

- (a) Unified Facility Criteria 3-600-01
- (b) National Fire Protection Association Standards, Manuals, and Publications
- (c) 29 CFR 1910
- (d) COMNAVREGSWINST 3440.1E
- (e) Unified Facility Criteria 3-601-02
- (f) COMNAVREGSWINST 5100.2A
- (g) OPNAVINST 1700.9E CH-1
- (h) OPNAV M-5090.1
- (i) OPNAVINST 11320.23G
- (j) NAVSEA OP 5 Vol. 1
- (k) Unified Facility Criteria 4-021-01
- (l) NAVAIR 00-80T-109
- (m) NAVAIR 01-1A-35
- (n) NAVAIR 00-80R-14
- (o) CNIC M-11103
- (p) Unified Facility Criteria 3-520-05